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8 **United States District Court**
9 **for the Central District of California**
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)	Case No.
)	
12 Plaintiff(s),)	ORDER RE: SETTLEMENT
)	CONFERENCE
13 v.)	
)	(Local Rule 16)
)	
)	Date:
15)	Time:
)	Crtrm: 680, Roybal Federal Building
16 Defendant(s).)	
_____)	

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18 This matter has been set for a settlement conference with **Judge Audrey B. Collins** at the above
19 date, time, and place. The parties should read and follow the procedure set forth in Local Rules 16. In
20 summary, the following procedure will be used:

21 1. **Settlement Conference Letters.** The parties shall submit confidential settlement
22 conference letters, in accord with Local Rule 16-14.5, to the court **at least three (3) court days before**
23 **the conference**, and shall exchange non-confidential letters with other counsel. The letters shall
24 summarize the important issues and the party's position on each issue, shall contain information
25 regarding damages in non-conclusionary form, and shall summarize the course of negotiations up to that
26 point. The letters shall be brief (not to
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exceed five (5) pages) and to the point and shall not included mass numbers of exhibits; counsel are to keep in mind that the purpose of the letter is to familiarize the court with the issues in the case, not to try the case. Proposals for settlement and counsel's own evaluation of the case not yet communicated to opposing counsel should be included in the separate confidential settlement letter.

2. **Persons Present.** *At the settlement conference, all persons whose consent is necessary to conclude settlement shall personally be present. As an exception, out of district parties, or agents empowered to settle, may be available by telephone provided they are realistically in fact at the telephone, until released by counsel even if after normal business hours at the place where the party or agent is located. Counsel are responsible to see that this is done. In the case of a corporate party, the person who can say "yes" as well as "no" to a settlement proposal must be the person present. If the settlement proposal must be presented to a board or committee, the person whose recommendation is normally followed by the board or committee must be the person present. Where an insurer will pay or contribute to a settlement, Insurance Representatives including all parties and their counsel must be present or available to participate by speaker phone in the conference.*

3. **Conduct of the Conference.** The Court will confer with the attorneys and claims representatives, if any, jointly and separately. Each party shall be prepared to negotiate for so long as prospects of settlement are not foreclosed, even after normal court hours. The court may confer with the parties in the presence of their attorneys. If settlement is reached, it will be placed on the record at the conclusion of the conference.

4. **Optional Requirements.** The Court may require any of the procedures set forth in Rule 16-14.6.

Date:

AUDREY B. COLLINS
United States District Judge